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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

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BULLETIN NO. 56-8

January 11, 1956

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Analysis of increased pay costs and estimates of supplemental appropriations required therefor for fiscal year 1956

1. Purpose. This Bulletin provides for the submission of an analysis of the 1956 cost of recent pay increases, including estimates of supplemental appropriations required therefor for 1956.

2. Policies. Departments and agencies should make every effort to absorb the additional financial requirements resulting from pay act increases. In estimating the portion to be absorbed, full account should be taken of savings due to delays in filling vacancies, related savings in other objects of expenditure, savings resulting from prohibitions and restrictions in appropriation acts, underobligation of apportionments for the first half of the year, etc. Except for the application of such savings to meet the cost of increased travel per diem, all such savings will be applied to increased pay costs unless the agency can positively demonstrate reasons for other action.

The inclusion of a forecast of the supplemental estimate required in the 1956 column of the 1957 budget is not to be regarded as assurance that the full amount so estimated will be recommended to the Congress. The amount of the supplementals needed must be fully justified at this time.

3. Timing and coverage of submissions. Each agency is requested to submit, not later than January 27, 1956, an original and two copies of an "Analysis of increased pay costs and supplemental appropriations required therefor" in accordance with the attached instructions, covering pay increases provided by Public Laws 9, 68 and 94. This analysis is required whether or not a supplemental appropriation is needed in connection therewith. It will substitute for the material otherwise required for supplementals by Bureau of the Budget Circular No. A-41.

4. Relation to other supplemental estimates. If a supplemental appropriation is required for an account for both pay increases and for other purposes, the total amount required will be included in the "program" supplemental request. No supplemental will be included for the account in the consolidated estimate of pay supplementals. However, in the analysis of pay costs, the portion of the supplemental which relates to pay increases applicable to the appropriation already enacted will be reported as an "additional appropriation required" with an appropriate footnote indicating that the amount has been included within a separate supplemental estimate.

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